

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Solid Waste Management

AGENDA DATE: 05/24/05

CONTACT PERSON/PHONE: Solid Waste Management, Ellen Smyth, (915) 621-6702

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Staffing Table Change Request

BACKGROUND / DISCUSSION:

Currently the landfill attendant spends part of the day inside the fee house collecting money and balancing the cash drawer and the rest of the day is spent outside screening waste loads and directing traffic. With this STC change the new cashiers would stay inside and only deal with money and the new laborers will be hired to work outside. The title change would also allow for transfers outside of SWM.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.

Fund Source: 34010296-40403-34000 & 34010293-40403-34000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: 4/28/05

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 5/24/05

INITIALS 2005-83

Date sent to Human Resources: 5/11/05

DEPARTMENT NAME: Solid Waste Management	(1) HR DEPARTMENT ID 34	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: ASAP
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A=add
D=delete (3) (4) (5) (6) ACTIONS (7) *Position Type *R/T/C = Regular, Temporary, Contract *L/U = Classified, Unclassified

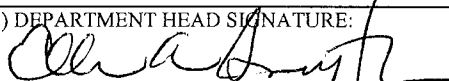
A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000Por00000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
A	5		COFEP	34010296-40403-34000		1111	Cashier I	GS 12	R	L
D	5 ✓		COFEP	34010296-40403-34000		3340	Landfill Attendant	GS 12	R	L
A	3		COFEP	34010293-40403-34000		3902 405	Laborer	GS 07	R	L
A	1		COFEP	34010296-40403-34000		3902 405	Laborer	GS 07	R	L
D	3 ✓		COFEP	34010293-40403-34000		3903	Sanitation Worker	GS 09	R	L
D	1 ✓		COFEP	34010296-40403-34000		3903	Sanitation Worker	GS 09	R	L
			COFEP							


(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☐ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Currently the landfill attendant spends part of the day inside the fee house collecting money and balancing the cash drawer and the rest of the day outside screening waste loads and directing traffic. The employees share the cash drawer and share inspection duties. I want the new cashiers to stay inside and only deal with money. Laborers will be hired to work outside. Currently Sanitation Workers and Laborers are use interchangeably, and in reality do the same job. Laborers are able to transfer to other city departments while sanitation workers are limited to only the SWM department. By converting the positions, all employees will have the same title as other city laborers and the work they do will not change.

ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS	(11) DEPARTMENT BUDGET
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(12) DEPARTMENT HEAD SIGNATURE: 	DATE: 4/29/05	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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<input checked="" type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	HUMAN RESOURCES DEPARTMENT RECOMMENDATION COMMENTS	HUMAN RESOURCES DIRECTOR 	DATE 5-3-05
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COMMENTS: OK as 5/11/05	O.M.B RECOMMENDATION / CITY MANAGER APPROVAL
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RECOMMENDATION <input checked="" type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER	CITY MANAGER 
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MAY 11 2005
HUMAN RESOURCES DEPT.
ADMINISTRATION

APPROVED: 5-11-05

DATE